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By: 029

SEP 7 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT:

Transfer of T/C Slots From Staff D, PI to Office
of Communications

1. The attached memorandum from the Office of Communications (Tab A) has the concurrence of Staff D, PI, Bu/P, the Assistant Director for Personnel (Tab B), and the Budget Division (Tab C).

2. In Reference A of Tab A, the Assistant Director for Communications concurred in the addition of ten technical Communications slots to the T/C of Staff D, project [REDACTED] with the provision that these slots would be transferred to Commo on 1 May 1954, when the project would have begun operation. The slots and ceiling increase of ten, which were added to Staff D, Operations Branch on 25 March 1954 are: 5550, 551, 551.01, 551.02, 552, 552.01, 552.02, 552.03, 552.04, and 552.05. On 12 February 1954, the Deputy Director (Administration) indicated approval by the Director of an allocation of ten ceiling slots to Commo from the Director's Reserve. No action was taken to transfer the T/C slots, and they remain on the Staff D T/C together with the ceiling of ten. Tab A requests approval of a transfer of these slots to Commo. Commo and PI/P (Admin) have agreed that the PI ceiling allocation of ten should be transferred to the Director's Reserve.

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3. The Management Staff is studying a proposal by Commo to establish a new division - Supplemental Programs Division - which is to include an Auxiliary Functions Branch. The functions of this branch will be those presently performed by the ten positions referred to in paragraph 2 above.

4. Although the new Commo branch has not yet been established, it has become imperative that work begin immediately on the functions involved. These functions are of a highly sensitive operational nature. Pending establishment of the new Auxiliary Functions Branch, the ten slots are to be added to the Commo Engineering Division, Plant Engineering Branch, Automatic Systems Analysis Section.

5. It is recommended that the request to transfer the slots enumerated in paragraph 2 from Staff D to Commo Engineering Division, Plant Engineering Branch, Automatic Systems Analysis Section be approved, pending establishment of the Commo Supplemental Programs Division. It is further recommended that the PI ceiling be reduced by ten and that the Director's Reserve be increased by ten.

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Chief, Management Staff

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrency of AD/
- Tab C - Concurrency of Budget Div.

APPROVE

Date:

SEP 14 1954

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L. E. WEITZ
Deputy Director
(Administration)

DISTRIBUTION:

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